



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STAFF SERVICES ANALYST  
\$2,817 - \$4,579  
FRAUD DIVISION  
SILICON VALLEY REGIONAL OFFICE**

**RESPONSIBILITIES:** Under the general supervision of the Supervising Fraud Investigator II, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management and personnel analysis, and other related work. Tasks include preparation of draft monthly and quarterly reports, press releases, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies. ***Background check and fingerprinting are required.***

**DESIRABLE QUALIFICATIONS:**

- Demonstrated experience in performing and completing analytical assignments;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Ability to work with extreme independence under general supervision;
- Personal computer experience including software applications such as Microsoft Word, Excel and Access.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “SSA, PSN # 413-886-5157-500” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov)

**FINAL FILING DATE:** March 4, 2014 by 5 p.m., Close of Business

2/18/14 EMC

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**DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

2/18/14 EMC

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